How to Use Your Secure Private Cloud Cabinet Portal

Log onto our Site
Home Page
Go to our website volzcpa.com and click on *Login* at top right hand corner.

Login Page
On the *Login Page* enter your **User Name** and **Password** which we sent to you in our emails, then click on the **Login** button.

Portal Welcome Page

If you wish to change your password click on the 'padlock' icon in the top right hand corner of the *Portal Welcome Page* and follow the instructions to change your password.
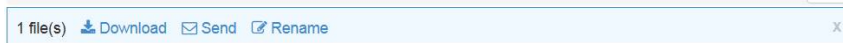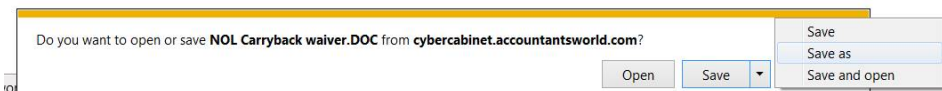
Click on the icon to open your private *Cloud File Cabinet*.
On you Cloud Cabinet page, click on the folder you wish to access.

Download File(s)
Click on the file name that you wish to download and select the **Download** option from the option bar above the folder list.
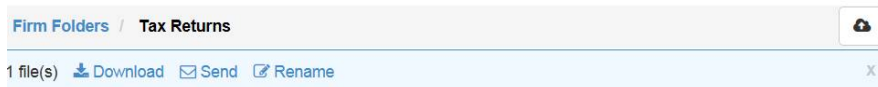

In the pop-up at the bottom of the screen, choose **Save as** from the **Save** drop-down box. Browse for and then click on the folder in which you wish to save the file.

NOTE: Depending on your PDF reader software and settings, the file may open in the PDF reader instead of the pop-up above and then you can save it from there.

Upload File(s) – NOTE: The upload feature is only available to clients with an annual service package.

Click on the Upload button on the right, just above the Download option box, to bring up the **Upload file** box.

Upload file **Pop-up Box**

Click on the +Browse button to find the file you wish to upload. Click on the file name to be uploaded then click on the OK button in the bottom right corner of the box. The file will now show on your Cloud Cabinet folder list.

Logout
Click on **Exit** at the top right hand corner of the page to logout.

NOTE: Instructions are based upon using Internet Explorer 10 Browser and your pop-ups may look different in a different browser. You may use IE9, IE10 or IE11 or Chrome, Firefox or Safari browsers for downloads or uploads.

Need help? Call us – 513.794.1551